



NATIONAL PHOTOGRAPHIC
INTERPRETATION CENTER

**NPIC HANDBOOK 10-1
ATTENDANCE AT PROFESSIONAL MEETINGS,
MAKING SPEECHES AND WRITING FOR
PUBLICATION
MARCH 1972**

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W A R N I N G

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PREFACE

REFERENCE: NPIC Instruction No. 10-6

A. PURPOSE

The purpose of this HANDBOOK is to set forth procedures for implementing the policy concerning official and unofficial attendance at meetings of academic, scientific, or professional associations, and publications or speeches established in the referent INSTRUCTION.

B. SCOPE

The provisions of this HANDBOOK apply to all NPIC personnel as well as personnel of DIA assigned to NPIC and whose attendance at professional meetings, appearance in public, or publication preparation pertains to or is sponsored by NPIC. DIA personnel attending professional meetings, making speeches or writing for publication sponsored by DIA will be subject to DIA regulations.

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SECTION A

Official Attendance at Professional Meetings

1. At least six weeks prior to the beginning of each calendar month, each Group and Staff Chief will submit to the Training Branch the names of employees being nominated to attend professional meetings during that month. The nominations will be submitted in the format shown in Attachment A. The submission must also include brochures or other information describing the meeting, and must state the justification for attendance. If the meeting is an international group and foreigners are expected to attend, this fact must be stated, and, if prior registration is required, a copy of the registration form must be attached.
2. The Training Branch will consolidate the Group and Staff submissions into a single schedule to be submitted to the Director, NPIC, for approval. The document will be submitted to the Director, NPIC, via the Chief, Security Branch and the Chief, Support Staff. After approval by the Director, NPIC, respective Group and Staff Chiefs will be advised by the Training Branch and a copy of the schedule will be forwarded to the DDI Administrative Staff for information. Any case involving the use of cover by an NPIC employee requires the specific approval of the DDI and will be handled separately by the Chief, Support Staff.
3. Employees will be notified by the Training Branch when the requests have been approved. They will be directed to the Security Branch if a security briefing is required, and to the Central Cover Branch if cover is involved. All other arrangements for travel and advances of funds will be handled by the individual employees in accordance with established NPIC procedures.

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4. At the option of the respective Group or Staff Chief, each attendee will submit a report to his Group or Staff Chief, which will include the following:

- a. Name, position and grade.
- b. Professional Meeting attended and dates.
- c. Location of Professional Meeting.
- d. Evaluation of Meeting (include strengths and weaknesses, identify any outstanding speakers and their topics or area of competence).

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SECTION B

Unofficial Attendance at Professional Meetings

1. "Unofficial attendance at a professional meeting" is defined as attendance at a meeting which is not associated with the employee's official responsibilities, and where the attendance is not for the benefit of the Agency. Unofficial attendance will be at the expense of the employee, but this is not the sole criteria. When there is no cost to the Agency, attendance may still be "official" if the employee must register his Agency affiliation, or if he is known to others present and his participation could be presumed by them to be official.

2. Personnel unofficially attending conventions or conferences described in (1) above, shall submit Form 879, "Outside Activity Approval Request," as far in advance of the event as possible. After approval by the Group or Staff Chief concerned, the Form 879 will be submitted to the Chief, Security Branch, NPIC, for staffing and coordination. The Chief, Security Branch will then forward the document through the Chief, Support Staff to the Executive Director, NPIC, for his concurrence and as applies to DIA detailees, DIA DC-2 for information. After the Executive Director's concurrence is obtained, it will be forwarded to the Director of Security for approval or disapproval, with a copy to the DDI Security Officer. Upon receipt of the approval of the Director of Security, the Chief, Security Branch will advise the requester of the decision and provide such security guidance as may be necessary.

3. Requests for permission to unofficially attend an international conference shall be handled within NPIC as described in (2) above. However, in such cases it is

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also necessary to submit the request to the Assistant to the Director for Public Affairs, and the final approval will be granted by the Office of the Director of Central Intelligence [See CIA Regulation When such approval is obtained, the Chief Security Branch will advise the individual.

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SECTION C

Unofficial Publications and Speeches

1. A request to write for unofficial publication or make a speech on any topic will be made by memorandum identifying the meeting or the publisher, and explaining the nature of the employee's participation. See Attachment B for the format to be used. The memorandum should describe the practices of the sponsor or publisher regarding the identification of the place of employment of its participants or authors. If the requester is or has ever been assigned cover (including cover for TDY travel) or knows he is being considered for assignment under cover the memorandum must identify his cover or potential cover status without identifying the cover organization. The requesting memorandum will be submitted to the Group or Staff Chief concerned, with a copy of any speech or manuscript which may be involved. If the manuscript is not available, an abstract or outline will be submitted with a statement as to when the complete text will be ready for review.

2. The Group or Staff Chief concerned will add his written recommendation, and his certification that the subject matter meets the criteria set forth in security regulations. If the author is to be identified as a CIA employee, or a DIA employee detailed to NPIC, the Group or Staff Chief must certify that the paper will not disclose the state of the art of any Agency activity. The document should then be forwarded to the Security Branch.

3. The Chief, Security Branch, will review the document, assure that all necessary staffing has been effected, and forward it through administrative channels to the Director, NPIC, for concurrence.

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4. The Director, NPIC, will forward the requesting memorandum to DDI/Admin for coordination and for the approval of the DDI. If the topic is related to Agency activities, the memorandum and recommendation must be routed through the following reviewing officials for their recommendation for approval or disapproval.

a. The Coordinator for Academic Relations/DDI, if the requester proposes to speak before an academic group; "See Attachment C".

b. The Chief, Central Cover Staff, if the requester is or has ever been assigned cover (including cover for TDY travel) or knows he is being considered for assignment under cover;

c. The Director of Security;

d. The Assistant to the DCI.

5. The DDI will approve or disapprove the request. In the event he favors approval of a request which a reviewing official had recommended be disapproved, he will refer the case to the Executive Director-Comptroller for decision [See CIA Regulation]

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6. The Chief, Support Staff, will advise the employee and the Group Chief concerned of the DDI's approval or disapproval, and of any provisos which may have been included in an approval.

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10-1 (ATTACHMENT A)

REQUEST FOR ATTENDANCE AT PROFESSIONAL MEETINGS			
1 NAME (last, first, middle)		2 GRADE	3 POSITION
4 OFFICE			
5 TITLE OF MEETING		6 FROM (M-D-Y)	7 TO (M-D-Y)
8 ORGANIZATION SPONSORING MEETING		9 MEMBER <input type="checkbox"/> YES <input type="checkbox"/> NO	
10 LOCATION OF MEETING (city, state)			
11 PREVIOUS ATTENDANCE AT SIMILAR MEETINGS <input type="checkbox"/> YES <input type="checkbox"/> NO	12 ARE FOREIGNERS EXPECTED TO ATTEND <input type="checkbox"/> YES <input type="checkbox"/> NO	12a WILL COVER BE REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	
13 DESCRIPTION OF MEETING TO BE ATTENDED			
14 OBJECTIVES OR PURPOSE FOR ATTENDING			
COSTS		APPROVALS	DATE
15 REGISTRATION FEE	\$ IF REQUIRED	23 APPLICANT	
16 TRAVEL AND PER DIEM	\$ IF REQUIRED	24 GROUP/STAFF CHIEF RECOMMENDATION FOR APPROVAL	
17 OTHER COSTS (explain)	\$ IF REQUIRED		
18 TOTAL COSTS	\$	25 TRAINING OFFICER	
19 FUNDS AVAILABLE	20 DATE		
21 OBLIG. REF. NO.	22 CHARGE FAN ACCOUNT NO.		

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10-1 (ATTACHMENT B)

Control No.
Date

MEMORANDUM FOR: Assistant Deputy Director for Intelligence

SUBJECT : Request for Approval to Publish Article or
Book, or to Make Public Appearances
(as appropriate)

1. I request approval to publish/appear
2. Any other information that may be helpful in describing the activity, whether identification as CIA employee will be given, etc.

Person making request
Area

Attachment: (if applicable)

CONCURRENCES:

Director, National Photographic Interpretation Center Date

*Coordinator for Academic Relations Date

*Chief, Central Cover Staff Date

Director of Security Date

Assistant to the Director Date

APPROVAL:

Assistant Deputy Director for Intelligence Date

Distribution:

Original - NPIC/ODIR (after approval))	
*1 - Coordinator for Academic Relations)	
*1 - Chief, Central Cover Staff)	
1 - A/DDI)	shown on all copies
1 - Director of Security)	
1 - Assistant to the Director)	
1 - NPIC/ODIR)	
1 - Originating Office)	

Originator Line ... shown on originating office copies only.

* If applicable

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ADMINISTRATIVE - INTERNAL USE ONLY

DD/I NOTICE
NO. 18-4

DD/I N 18-4
5 June 1972

GUIDELINES FOR CAMPUS SPEAKING ENGAGEMENTS

1. The participation of DDI people in campus speaking engagements is clearly beneficial to the Agency and will continue. The purpose of this Notice is to provide guidelines for this program.
2. Participation of DDI personnel should be in response to requests initiated by the academic institutions involved. DDI officers should not solicit or initiate speaking engagements for themselves or other DDI officers.
3. Acceptance of requests for DDI speakers will be made on a highly selective basis, having a view to the strengths of a particular university or college, the atmosphere on that campus, the personal knowledge and confidence of DDI officers in the point of contact on campus, the subject matter of the request, and the availability of qualified DDI speakers.
4. As a general rule, DDI speakers will confine themselves to specific topics or areas in which they have substantive competence. Approval to give general briefings on CIA or its relation to the intelligence community or foreign policy formulation will be the exception rather than the rule.
5. Requests to make campus appearances will be submitted through the Office Director or Staff Chief for concurrence. The request should then be submitted through the Coordinator for Academic Relations (CAR) who will forward recommendations and the request to the Assistant Deputy Director for Intelligence for approval. Requests should be routed from office chiefs to the DDI Administrative Staff for preliminary staffing.

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6. In all cases, an information copy of the request for approval must be provided the Domestic Contact Service and the Office of Training.

7. The optimum setting for speaking engagements is the seminar, the class room, the faculty lounge, or any such small and closed gathering of scholars and students trading views on world affairs. As a general rule, large-scale gatherings open to the general public will be avoided.

8. There must be an explicit understanding between the DDI officer and his academic point of contact on:

- The subject matter of the speeches or seminar appearances to be scheduled.
- The size and nature of the audience.
- The fact that the speaker is not available for ad hoc or unscheduled appearances with other classes or campus groups.

9. In addition, the academic point of contact must be in a position to give CIA a reasonable prior guarantee of minimum publicity, before and after the speaker's appearance. In no instance is a DDI speaker to grant a press or TV interview or make any statements to public media personnel. When and if a DDI speaker is confronted with such a situation, he should decline politely and seek the assistance of the academic point of contact in explaining why public statements are not possible.

10. DDI officers speaking on campuses on substantive issues will inevitably be asked questions about CIA and intelligence, and may be guided as follows:

- a. Questions concerning CIA activities, sources, methods of collection, or other sensitive issues should be politely turned aside on the grounds that the speaker is on campus as a substantive specialist, and that he is not authorized, qualified or prepared to answer such questions.

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b. In the case of less sensitive questions--the general role of intelligence in U. S. foreign policy formulation, employment opportunities in the CIA, etc.--the speaker should state that he did not come to the campus to speak to such questions, but that he is willing to chat informally with the questioner(s) after his presentation.

11. In those cases where a DDI speaker is granted approval to speak on the organization of CIA and its role in foreign policy formulation, the officer in question:

a. should be guided by prior study of CAR files of permissible statements and rejoinders;

b. will speak on such subjects on a given campus only if his appearance on the campus also involves speaking on some substantive issue.



EDWARD W. PROCTOR
Deputy Director for Intelligence

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